

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130077-5

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Building Maintenance and Utilities Div. DATE: 29 September 1951

FROM : Chief, Telephone Branch

SUBJECT: Telephone Branch Monthly Report

1. Noted hereon are charges for services rendered by The Chesapeake and Potomac Telephone Companies and The American Telephone and Telegraph Company for the month of July 1951.

Telephone Service Bill	\$16,546.74
Long Distance Bills	6,496.05
	831.39
T.T. Channels, L.L.'s, P.L.'s and TWA	1,353.46
Miscellaneous	171.18
	<u>\$25,398.82</u>

2. The following additional information is submitted for the month of July 1951:

- a. Total number and cost of outside local calls placed over switchboard,
No. of calls - 105,961 Cost - \$3,710.64
- b. Non-recurring installation charges for station equipment --- \$1,004.00
- c. Recurring rental of new station equipment less value of station equipment disconnected - increase \$1,019.79
- d. Non-recurring move or relocation charges for station equipment already in use --- \$813.00

3. Estimated Telephone Company premium overtime chargeable to this Agency for the month of September 1951.
Total Hours -- 124 Estimated Cost \$550.60

4. Also, listed below are estimated amounts for services to be rendered during the month of October 1951.

Telephone Service Bill	\$17,500.00
Long Distance Bills	7,500.00
	1,200.00
T.T. Channels, L.L.'s, P.L.'s and TWA	2,000.00
Miscellaneous	300.00
	<u>\$28,500.00</u>

5. A total of 71 requisitions for services were processed by this Branch during the month of September 1951. These included requests for moves, changes of equipment, additional equipment, termination of equipment, etc. There are 218 unused branch lines available for use on the switchboard

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